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| <b>NOTIFICATION OF ORGANIZATION CHANGE</b>   |  | 1. <b>TO:</b> (title, IC, and building/room)                 |
| 2. <b>TYPE OF CHANGE:</b><br><input type="checkbox"/> Establish organizational components<br><i>(Functional statements are attached. For each new organization, indicate whether it is "control" or "non-control." See explanation on <b>last</b> page.)</i><br><input type="checkbox"/> Abolish organizational components<br><input type="checkbox"/> Transfer organizational components<br><input type="checkbox"/> Retitle organizational components<br><input type="checkbox"/> Revise functional statements (attached)  |  | 3. <b>APPROVAL AUTHORITY</b><br><br>4. <b>EFFECTIVE DATE</b> |
| 5. <b>THE STANDARD ADMINISTRATIVE CODES:</b><br><input type="checkbox"/> assigned to abolished organizational components have been deleted and are listed below.<br><input type="checkbox"/> assigned to newly-established organizational components are listed below.<br><input type="checkbox"/> assigned to transferred organizational components are listed below.<br><input type="checkbox"/> have not been changed; however, organization title changes are listed below.<br><input type="checkbox"/> have been changed and are listed below along with organization title changes.<br><input type="checkbox"/> have not been changed since no organizational components have been established or abolished. |  |  |
| 6. <b>CHANGES AND/OR COMMENTS.</b> Include category (extramural, intramural, or other) for each SAC. <i>Continue on next two pages if more space is needed.</i>  |  |  |
| 7. <b>REORGANIZED COMPONENTS PLEASE NOTE:</b> You are required to initiate action with your servicing personnel office. You must assure that all employees who are assigned to organizational components whose Standard Administrative Codes have been changed as a result of this organizational change are appropriately reassigned.   |  |  |
| 8. <b>DISTRIBUTION:</b> You may determine from the list below which office(s) may have a need for or interest in receiving a copy; <i>however, you must send a copy to the offices already checked!</i>  |  |  |
| <input type="checkbox"/> Director, NIH   | <input type="checkbox"/> IC Executive Officers   |  |
| <input type="checkbox"/> Deputy Director, NIH  | <input checked="" type="checkbox"/> OD Executive Officer                                 |  |
| <input type="checkbox"/> Deputy Director for Extramural Research   | <input checked="" type="checkbox"/> Director, Office of Management Assessment, OA        |  |
| <input type="checkbox"/> Deputy Director for Intramural Research   | <input type="checkbox"/> Director, Office of Contracts Management, OA                    |  |
| <input type="checkbox"/> Deputy Director for Management  | <input type="checkbox"/> Director, Office of Logistics Mgmt., OA                         |  |
| <input type="checkbox"/> Associate Director for Administration   | <input type="checkbox"/> Director, Office of Procurement Mgmt., OA                       |  |
| <input type="checkbox"/> Associate Director for Science Policy   | <input type="checkbox"/> Director, Office of Financial Management                        |  |
| <input type="checkbox"/> Associate Director for AIDS Research  | <input checked="" type="checkbox"/> Director, Office of Human Resource Management        |  |
| <input type="checkbox"/> Associate Director for Communications   | <input checked="" type="checkbox"/> Director, Division of Space & Facility Mgmt., ORS    |  |
| <input type="checkbox"/> Associate Director for Disease Prevention   | <input type="checkbox"/> Director, Division of Support Services, ORS                     |  |
| <input type="checkbox"/> Associate Director for Extramural Affairs   | <input checked="" type="checkbox"/> Director, H. R. Technology Development Div., OHRM    |  |
| <input type="checkbox"/> Associate Director for Legislative Policy and Analysis  | <input checked="" type="checkbox"/> Dir., Workforce Performance & Measurement Div., OHRM |  |
| <input type="checkbox"/> Associate Director for Research on Minority Health  | <input checked="" type="checkbox"/> IC or OD Budget Officer                              |  |
| <input type="checkbox"/> Associate Director for Research on Women's Health   | <input checked="" type="checkbox"/> IC or OD Personnel Officer                           |  |
| <input type="checkbox"/> Associate Director for Research Services  | <input checked="" type="checkbox"/> NIH Organizational Change Coordinator                |  |
| <input type="checkbox"/> Director, Office of Equal Opportunity   |  |  |
| <input type="checkbox"/> IC Directors  |  |  |
| 9. <b>SIGNATURE</b>  | 10. <b>DATE</b>  |  |

**Continuation page**—Space for new and revised functional statements and to continue Item 6.

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## Control versus Non-Control

**For each *new* organizational component:** Indicate (in each *new* functional statement you attach to this form) whether the organizational component is “control” or “non-control.” An organization staffed with over 50% of the employees described below is classified as a “control” organization; all others are “non-control.” For “control” organizations, also include the specific Control Function from the list below (e.g., “Control/Personnel” or “Control/Budget”). If more than one Control Function applies, select *only* the predominant one. Provide this information at the *beginning* of each new functional statement.

| Control Function                               | Definition <sup>1</sup>  | Occupational Series Coverage  |
|--|--|---|
| Personnel                                      | Employees who perform personnel functions, such as staffing, classification, position management, or labor relations | 200 Entire personnel and EEO occupational family except the 204 and 205 military personnel series   |
| Budget   | Employees who perform budget functions, such as program or budget development, review or analysis.                   | 560 Budget Analysis<br>561 Budget Clerical  |
| Accounting/<br>Auditing                        | Employees who perform accounting and auditing functions, including financial and management audits.                  | 500 Entire accounting and budget occupational family except the 560 and 561 budget series, and several series not used at NIH   |
| Acquisition                                    | Employees in acquisition and procurement functions.  | 1101 General Business and Industry (grants management)<br>1102 Contracting<br>1103 Industrial Property Management<br>1105 Purchasing<br>1106 Procurement Clerical<br>1150 Industrial Specialist<br>1910 Quality Assurance |
| Legislative and<br>Public Affairs <sup>2</sup> | Employees who perform legislative or public affairs functions  | 1035 Public Affairs<br>xxxx Employees performing legislative functions under various series designations  |

<sup>1</sup>OMB definitions last updated on August 19, 1994.

<sup>2</sup>Added to original list of control functions by Secretary, HHS.

## For OD/NIH Only— Headquarters versus Operations

**For each *new* organizational component:** Indicate (in each *new* functional statement you attach to this form) whether each organization is “headquarters” or “operations.” State this at the beginning of each functional statement. Definitions of headquarters staff are provided below; all other staff is considered to be operations.

### Definitions of Headquarters Staff:

Headquarters staff are all OD positions that are involved in oversight, direction, or control through:

- the development or issuance of policy guidance,
- the review or evaluation of program performance,
- the allocation or distribution of resources, or
- the conduct of planning or programming.

Headquarters positions exclude those involved in the provision of a specific product or service for the agency, for example, payroll or accounting services or building maintenance, fire protection, or mail delivery.